

City of Long Beach

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Municipal Civil Service Commission

PROMOTIONAL EXAMINATION

#75491

HEAD CUSTODIAN

LONG BEACH SCHOOL DISTRICT

***PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD
TO RACE, CREED, COLOR OR NATIONAL ORIGIN***

EXAMINATION DATE: Saturday, March 28, 2015.

LAST FILING DATE: Applications must be physically received by the Civil Service office by February 25, 2015. Applications received after the stated date/time, even if postmarked prior to the date/time, will not be accepted.

LOCATION OF EXAM: To be announced.

ANNUAL SALARY: Grade V (per the Collective Bargaining Agreement).

VACANCY: The list established from this exam can be used to fill any current or anticipated vacancies in the Long Beach Public School District.

APPLICATION PROCESSING FEE: A nonrefundable application processing fee of \$25.00 is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Such fee is computed pursuant to Article 4, Section 50, Subdivision 5 and Article 2, Section 23, Subdivision 2 of the Civil Service Law. Fees must be paid by personal check, cashier's check or money order, made payable to the "City of Long Beach" at the time the application is submitted. Write the examination number(s) and the applicant's name on the payment. No cash will be accepted. An additional administrative charge of \$25.00 will be assessed for all checks returned due to insufficient funds. Additionally, you may apply in person and pay the application processing fee with a credit card (Visa or MasterCard). Application processing fee may be waived upon presentation of documentation supporting hardship. You should carefully review the announced Minimum Qualifications. If an application is disapproved, the application processing fee will not be refunded.

ELIGIBLE LIST: Every candidate who attains a passing mark on the exam shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered onto the eligible list in the order of his/her final rating. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment. The duration of the eligible list shall be not less than one or more than four years.

NOTE: §52 of the Civil Service Law states that promotion eligible lists are certified before open-competitive lists.

GENERAL STATEMENT OF DUTIES: Supervises and participates in the cleaning and maintaining of school building; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in the class have complete responsibility for the cleaning and maintaining of a large school building. General direction is given by the Director of School Facilities and Operations and School Principal, allowing considerable leeway for the exercise of independent judgment in keeping buildings and equipment clean and operating. Immediate supervision is exercised over subordinate custodians and cleaners.

EXAMPLE OF WORK (Illustrative only):

- Supervises and assigns cleaners and custodians to various tasks;
- Makes periodic inspections of maintenance activities to see that they are being performed according to regulations;
- Responsible for the maintenance and operation to gas and oil heating systems;
- Keeps records and makes reports of supplies used and activities carried on in maintaining schools;
- Assists with maintenance and custodial work when necessary.

MINIMUM QUALIFICATIONS: Candidate must meet the following requirements on or before the last date for filing to be eligible to take the examination on March 28, 2015.

Candidates must be permanently employed in the competitive class and must have served continuously on a permanent basis for two (2) years immediately preceding the date of the written test as a "Custodian".

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement

NOTE: The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant. You must clearly describe on your application or resume exactly how you meet the minimum qualifications for this examination.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills and/or abilities in such areas as:

1. **Ability to read and follow written instructions** – these questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.
2. **Building cleaning** – these questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.
3. **Building operation and maintenance I** – these questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.
4. **Operation and routine maintenance of heating, ventilating and air conditioning systems** – these questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
5. **Supervision and training** – these questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

NOTE: THE USE OF A CALCULATOR IS ALLOWED. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

STUDY GUIDE: A High-Level Custodians and Janitors Series Test Guide will be available on the New York State Department of Civil Service website 60 days prior to the date of the written test at <http://www.cs.state.ny.us/testing/localtestguides.cfm> Candidates not having access to a computer or the internet may request a copy of the test guide from the Long Beach Civil Service Office by calling (516) 705-7214.

CROSS FILERS/MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

- **Local to Local Cross Filers:** If you have applied for any other civil service examinations with any other local government jurisdiction, excluding New York City, to be given on the same test date you must notify in writing each civil service agency to make arrangements to take all the examinations at one test site. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.
- **State to Local Cross Filers:** If you have applied for both State and local government examinations you must notify this office in writing of your intent to take both a State and local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credits are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

SENIORITY CREDITS: Seniority points will be applied as follows:

One-tenth (0.1) of a point for each creditable three (3) month period for a total of four-tenths (0.4) of a point for each creditable one (1) year period.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

FILING DATES/LOCATION:

FROM: February 2, 2015
THRU: February 25, 2015 @ 5:00 PM
AT: Civil Service Office, Room 504
City of Long Beach
1 West Chester Street
Long Beach, NY 11561

RELIGIOUS OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Long Beach Civil Service Commission as soon as possible before the test date. If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Long Beach Civil Service Commission (516-705-7214) for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than 10 business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5 p.m. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

ADMISSION NOTICES: If you have not received your notice to appear for the written test five (5) days before the date of the test, please contact the Civil Service Office (516) 705-7214.

APPLICATION INFORMATION:

- *NO APPLICATIONS WILL BE ACCEPTED AFTER THE ADVERTISED FILING PERIOD. Applications must be physically received by the Civil Service office by the date/time stated, applications received after the stated date/time, even if postmarked prior to the date/time, may not be accepted.*
- Applications must contain the correct examination number and title in order to be considered.
- This announcement and an application can be downloaded from the City's website - www.longbeachny.org/jobs.
- This office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.
- Answer all questions on the application. Failure to answer all questions will result in a delay in the processing of your application. All statements made are subject to verification. Inquiries may be made as to character and qualifications.
- It is your responsibility to report, in writing, a change of address to the Civil Service office, in order for notification of test results and any other communications to be received by the applicant. Indicate the examination title, number and date on all correspondence.

THIS EXAMINATION WILL BE PREPARED AND WILL BE RATED IN ACCORDANCE WITH SECTION 23 (2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW, RULES, AND REGULATIONS DEALING WITH THE PREPARATION AND RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

Issue Date: January 23, 2015